

U.S. GOVERNMENT PRINTING OFFICE

Washington, D.C.

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Continuing Disability Review Direct Mail Scannable Forms

as requisitioned from the U.S. Government Printing Office (GPO) by the

Social Security Administration

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending September 30, 2003. Composition, proofing, and testing will take place in September 2000; actual production begins October 2000. Special attention is directed to the following clauses in this contract: "Economic Price Adjustment," "Paper Price Adjustment," and "Limitation of Performance and Contractor Obligations."

BID OPENING: Bids shall be publicly opened at 11 a.m., prevailing Washington, D.C. time, on August 29, 2000.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, Room B-104, Stop PPSB, Washington, D.C. 20404. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised May, 1999.

BIDDERS, PLEASE NOTE: These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Note: Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalent. At a future date, metric measurements will be used exclusively in all specifications.

Abstracts of contract prices are available at www.access.gpo.gov/procurement/abstracts/central/

For information of a technical nature call Ms. Dorothy Williams (202) 512-0310 (No collect calls).

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 5-99)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised April 1996)).

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.
- (c) Exceptions: For Finishing Attributes F-17 (Loss of Information)
the AQL is .65 critical defects per 100 items.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Average Type Dimensions in Publication/Camera Copy
P-9. Solid and Screen Tint Color Match	Flint (Sinclair and Valentine) Matching System

SUBCONTRACTING: The predominant production function may be either printing or laser/ion deposition imaging of variable data from magnetic cartridges. Bidder who must subcontract both operations will be declared non-responsible.

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the beginning of the contract to July 31, 2001, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 3 months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending April 30, 2000, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

LIMITATION OF PERFORMANCE AND CONTRACTOR OBLIGATIONS: Funds are available for performance of this contract for the first program period only. The amount of funds at the time of award is not considered sufficient for any program period other than the first program period. Upon availability to the Contracting Officer of additional funds sufficient for performance of the full requirements for the next succeeding program period, the Contracting Officer shall, not later than the date specified in the "Notification" clause, unless a later date is agreed to by the parties, so notify the contractor in writing.

The Government's obligation to the contractor, as specified and limited under this contract, extends only to work under program period requirements for which funds have been made available and as obligated by each print order.

The contractor is not to incur costs for the performance required for any program period after the first unless and until notification is given in writing by the Contracting Officer of an increase in availability of funds in accordance with the first paragraph of this clause. If so notified, the contractor's obligation shall be increased only to the extent contract performance is required for the additional program year for which funds have been made available. In the event of termination pursuant to the article entitled "Termination for the Convenience of the Government" in GPO Pub. 310.2, the terms "total contract price" as used in that article refers to the amount available for performance of this contract, as provided for in this clause, and the term "work in process" as used in that article refers to the work under the program period requirements for which funds have been made available. In the event of termination for default, the Government's rights under this contract shall apply to the work under program period requirements for which funds have been made available.

NOTIFICATION: The contractor will be notified on or before July 15, 2001 of availability or nonavailability of funds for the second period. The contractor will be notified on or before July 15, 2002 of availability or nonavailability of funds for the third period. Cancellation is effected if (i) the Contracting Officer notifies the contractor that funds are not available for the next year, or (ii) the Contracting Officer fails to notify the contractor that funds are available for the next year.

PAPER PRICE ADJUSTMENT. Paper prices charged under this contract will be adjusted in accordance with "Table 6 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items" in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913-01 for "Offset and Text" will apply to all paper required under this contract.
2. The applicable index figures for the month of July, 2000 will establish the base index.
3. There shall be no price adjustment for the first three months of the contract.

4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \text{ } \%$$

where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid prices for all paper line items in the Schedule of Prices and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey of all of the contractor's computer, printing, and mailing equipment which will be used on this contract or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

POSTAWARD CONFERENCE: In order to insure that the contractor fully understands the total requirements of the job as indicated in these specifications, Government representatives will conduct a conference with the contractor's representatives at the SSA, Baltimore, Maryland (see address under "SCHEDULE"), immediately after award.

SECURITY REQUIREMENTS – Protection of Confidential Information:

- (a) The contractor shall restrict access to all confidential information obtained from the Social Security Administration (SSA) in the performance of this contract to those employees and officials who need it to perform the contract. Employees and officials who need access to confidential information for performance of the contract will be determined at the postaward conference between the Contracting Officer and the responsible Contractor representative.
- (b) The contractor shall process all confidential information obtained from SSA in the performance of this contract under the immediate supervision and control of authorized personnel and in a manner that will protect the confidentiality of the records in such a way that unauthorized persons cannot retrieve any such records.

- (c) The Contractor is responsible for informing all personnel with access to confidential information obtained from SSA in the performance of this contract of the confidential nature of the information and the safeguards required to protect the information from improper disclosure.
- (d) For knowingly disclosing information in violation of the Privacy Act, the Contractor and the Contractor employees may be subject to the criminal penalties as set forth in 5 U.S.C. Section 552a (i) (1), which is made applicable to contractors by 5 U.S.C. 552a (m) (1) to the same extent as employees of the SSA. For knowingly disclosing confidential information as described in section 1106 of the Social Security Act (42 U.S.C. 1306), the Contractor and the Contractor employees may also be subject to the criminal penalties as set forth in that provision.
- (e) The Contractor shall assure that each Contractor employee with access to confidential information knows the prescribed rules of conduct, and that each Contractor employee is aware that he/she may be subject to criminal penalties for violations of the Privacy Act and/or the Social Security Act. When the Contractor employees are made aware of this information, they will be required to sign the Contractor Personnel Security Certification (Form SSA-301 – See Exhibit A). A copy of this signed certification must be forwarded to the Social Security Administration, Printing Management Team, Attn: Colleen Wise, Room 1-B-18 Operations Building, 6401 Security Boulevard, Baltimore, MD 21235-6401, and a copy must also be forwarded to the U. S. Government Printing Office, North Capitol & H Streets, NW, Stop: PPC, Room A843, Attn: Jack Scott, Washington, DC 20401.
- (f) All confidential information obtained from SSA for use in the performance of this contract shall, at all times, be stored in an area that is physically safe from unauthorized access.
- (g) Performance of this contract may involve access to tax return information as defined in 26 U.S.C. Section 6103(b) of the Internal Revenue Code (IRC) All such information shall be handled as confidential and may not be disclosed without the written permission of the SSA. For willingly disclosing confidential tax return information in violation of the IRC, the Contractor and the Contractor employees may be subject to the criminal penalties set forth in 26 U.S.C. Section 7213.
- (h) The Government reserves the right to conduct on-site visits at any time(s) it may elect during the term of the contract to review the Contractor's documentation and in-house procedures for protection of confidential information.

Security Control Plan:

The Contractor shall provide a written Security Control Plan detailing their physical and data security control programs. This Security Control Plan must be submitted to the Contracting Officer or his/her representative as part of the preaward survey. Should the preaward survey be waived, the Contractor must submit this Security Control Plan within 5 workdays of being notified to do so by the Contracting Officer or his/her representative. These proposed plans are subject to review and approval by the Government and award will not be made prior to approval of same.

If requested by the Government, an updated or revised Security Control Plan, or answers to questions pertaining to the submitted Security Control Plan, must be provided in writing to the Contracting Officer within 7 calendar days of the request.

The proposed Security Control Plan must address, at the minimum, the following:

- (1) Production Area: the Contractor must provide a secure area(s), dedicated to the manufacture and storage of the Continuing Disability Review Direct Mail Scannable Forms (either a separate facility dedicated to this product or a walled-in limited access area within the contractor's existing facility).
- (2) Access Control: The Contractor must provide the means to allow only the authorized personnel into the production area during production of the Continuing Disability Review Direct Mail Scannable Forms and any storage area dedicated to this product.

- (3) Part of the Security Control Plan must include a floor plan detailing the area(s) to be used, showing existing walls, equipment to be used, and the printing/imaging, collating, and storage locations.

PRIVACY ACT NOTIFICATION: This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties.

PRIVACY ACT

- (a) The contractor agrees:

(1) To comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) Design, (B) development, or (C) operation;

(2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and

(3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

- (c) The terms used in this clause have the following meanings:

(1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.

(2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.

(3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

CRIMINAL SANCTIONS: It is incumbent upon the Contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a (i)(1) which is made applicable to contractors by 5 U.S.C. 552a (m)(1), provides that any officer or employee of an agency, who by virtue of his/her employment of official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.00.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through September 30, 2003. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of English language mailers, consisting of an instruction sheet, a personalized scannable form, a return envelope (bilingual English and Spanish), and a mail-out envelope, requiring such operations as composition, film making, printing (including computerized printing) in one or more colors, duplex imaging (both sides of form), folding, inserting into envelopes, and distribution. **NOTE:** Due to the numerous number of exhibits (24) in this specification, the exhibits will not be put on the **Internet**. A complete copy of the specifications may be obtained from the bid room by request. Telephone 1-800-368-5762

Performance of Finished Product: The forms produced under these specifications must be guaranteed to function properly when processed through an Integrated Image Based Data Capture System (IIBDCS). The bar coding must be easily readable by an Analog and/or Digital bar code scanning device. **IMPORTANT:** Forms require precision spacing, printing, and trimming.

FORM NUMBER: SSA-455-OCR-SM (10-2000)

TITLE: Disability Update Report.

FREQUENCY OF ORDERS, QUANTITY:

Type of Mailer	Quantity*	Mailing Date
Mailer #1: First Request, Title II	230,000 est.	October 10, 2000
	230,000 est.	February 9, 2001
	<u>204,000 est.</u>	<u>June 8, 2001</u>
	664,000 est.	Total FY 2001
	114,000 est.	October 10, 2001
	100,000 est.	February 8, 2002
	<u>110,000 est.</u>	<u>June 7, 2002</u>
	324,000 est.	Total FY 2002
	114,000 est.	October 10, 2002
	100,000 est.	February 7, 2003
	<u>110,000 est.</u>	<u>June 6, 2003</u>
	324,000 est.	Total FY 2003
	1,312,000 est.	Total FYs 2001-2003
Mailer #2: Second Request, Title II	106,000 est.	October 10, 2000
	35,000 est.	February 9, 2001
	<u>35,000 est.</u>	<u>June 8, 2001</u>
	176,000 est.	Total FY 2001
	31,000 est.	October 10, 2001
	17,000 est.	February 8, 2002
	<u>15,000 est.</u>	<u>June 7, 2002</u>
	63,000 est.	Total FY 2002
	17,000 est.	October 10, 2002
	17,000 est.	February 7, 2003
	<u>15,000 est.</u>	<u>June 6, 2003</u>
	49,000 est.	Total FY 2003
	288,000 est.	Total FYs 2001-2003

Mailer #3:	230,000 est.	February 9, 2001
First Request, Title XVI	<u>115,000 est.</u>	<u>August 9, 2001</u>
	345,000 est.	Total FY 2001
	88,000 est.	February 8, 2002
	<u>100,000 est.</u>	<u>August 9, 2002</u>
	188,000 est.	Total FY 2002
	89,000 est.	February 7, 2003
	<u>100,000 est.</u>	<u>August 8, 2003</u>
	189,000 est.	Total FY 2003
	722,000 est.	Total FYs 2001-2003

Mailer #4:	47,000 est.	February 9, 2001
Second Request, Title XVI	<u>46,000 est.</u>	<u>August 9, 2001</u>
	93,000 est.	Total FY 2001
	23,000 est.	February 8, 2002
	<u>18,000 est.</u>	<u>August 9, 2002</u>
	41,000 est.	Total FY 2002
	20,000 est.	February 7, 2003
	<u>18,000 est.</u>	<u>August 8, 2003</u>
	38,000 est.	Total FY 2003
	172,000 est.	Total FYs 2001-2003

GRAND TOTALS

ACTUAL and

ESTIMATED PRINTING -	FY 2001	1,278,000 est.
	FY 2002	616,000 est.
	<u>FY 2003</u>	<u>600,000 est.</u>
	FYs 2001 through 2003	2,494,000 est.

*The above specified quantities represent estimated monthly amounts. Exact quantities will be furnished with the cartridge(s). NO shortages will be allowed.

TRIM SIZES:

Instruction sheet:	216 x 279 mm (432 x 279 mm flat size) (8-1/2 x 11 inches (17 x 11 inches flat size))
Scannable Form:	216 x 279 mm (8-1/2 x 11 inches)
Return Envelope:	98 x 225 mm (3-7/8 x 8-7/8 inches)
Mail-Out Envelope:	105 x 235 mm (4-1/8 x 9-1/4 inches)

GOVERNMENT TO FURNISH: Camera copy for Facing Identification Mark (FIM) and for the ZIP Code bar code required for the reply envelopes.

Manuscript copy for typesetting each of the items listed under "TRIM SIZES".

Camera copy for the recycled logo and legend (both English and Spanish versions).

Construction sample.

GPO Form 712, Certificate of Conformance.

One reproduction proof, Form 905 (R. 3/90) with labeling and marking specifications.

PS Form 3615, Mailing Permit Application and Customer Profile.

GPO Form 892 proof label.

Standard 18 track 3480 cartridges, with 38K bpi recording density, IBM Standard Label, EBCDIC recording mode, odd parity, fixed block record format for variable cartridge data, ZIP Code record sequence, and as follows:

Record length: 400

Block length 27,600

The data set names for the TEST cartridges are:

Title II, 1st-time English: PUR3480.CSCDR.TSTE.RYYMMDD
Title II, 2nd-time English: PUR3480.CSCDR.SRTSTE.RYYMMDD
Title II, 1st-time Spanish: PUR3480.CSCDR.TSTS.RYYMMDD
Title II, 2nd-time Spanish: PUR3480.CSCDR.SRTSTS.RYYMMDD

Title XVI, 1st-time English: PUR3480.CSCDR.XVITSTE.RYYMMDD
Title XVI, 2nd-time English: PUR3480.CSCDR.SRSSTSTE.RYYMMDD
Title XVI, 1st-time Spanish: PUR3480.CSCDR.XVITSTS.RYYMMDD
Title XVI, 2nd-time Spanish: PUR3480.CSCDR.SRSSTSTS.RYYMMDD

The data set names for the LIVE PRODUCTION cartridges are:

Title II, 1st-time English: PUR3480.CSCDR.FRE.RYYMMDD
Title II, 2nd-time English: PUR3480.CSCDR.SRE.RYYMMDD
Title II, 1st-time Spanish: PUR3480.CSCDR.FRS.RYYMMDD
Title II, 2nd-time Spanish: PUR3480.CSCDR.SRS.RYYMMDD

Title XVI, 1st-time English: PUR3480.CSCDR.XVIFRE.RYYMMDD
Title XVI, 2nd-time English: PUR3480.CSCDR.SSISRE.RYYMMDD
Title XVI, 1st-time Spanish: PUR3480.CSCDR.XVIFRS.RYYMMDD
Title XVI, 2nd-time Spanish: PUR3480.CSCDR.SSISRS.RYYMMDD

NOTE: Even though the SSA provided cartridges are divided into separate English and Spanish files, all Disability Update Report mailers (i.e., the instruction sheets, scannable forms, and mail-out envelopes) will print only in English except for bilingual return envelopes which will print in both English and Spanish.

NOTE: The test cartridges and recurring use cartridges correspond to the Scanning Form Identification Code (SFIC, see locations 1-5 of the Vendor Record Specification) and the use of either;
PO Box 4550, Wilkes-Barre, PA 18767-4550, or
PO Box 4556, Wilkes-Barre, PA 18767-4556 as follows:

TEST cartridges:	SFIC	PO BOX
PUR3480.CSCDR.TSTE.RYYMMDD	11111	4550
PUR3480.CSCDR.SRTSTE.RYYMMDD	22222	4550
PUR3480.CSCDR.TSTS.RYYMMDD	33333	4550
PUR3480.CSCDR.SRTSTS.RYYMMDD	44444	4550
PUR3480.CSCDR.XVITSTE.RYYMMDD	55555	4556
PUR3480.CSCDR.SRSSTSTE.RYYMMDD	66666	4556

PUR3480.CSCDR.XVITSTS.RYYMMDD	77777	4556
PUR3480.CSCDR.SRSSTSTS.RYYMMDD	88888	4556
LIVE PRODUCTION cartridges:	SFIC	PO BOX
PUR3480.CSCDR.FRE.RYYMMDD	11111	4550
PUR3480.CSCDR.SRE.RYYMMDD	22222	4550
PUR3480.CSCDR.FRS.RYYMMDD	33333	4550
PUR3480.CSCDR.SRS.RYYMMDD	44444	4550
PUR3480.CSCDR.XVIFRE.RYYMMDD	55555	4556
PUR3480.CSCDR.SSISRE.RYYMMDD	66666	4556
PUR3480.CSCDR.XVIFRS.RYYMMDD	77777	4556
PUR3480.CSCDR.SSISRS.RYYMMDD	88888	4556

See Vendor Record Specifications, Exhibit 1 (Pages 1 through 7).

Contractor to reformat, if necessary, to suit his equipment. Addresses on cartridges will be in ZIP code sequence.

Identification markings such as register marks, ring folios, rubber-stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

COMPOSITION: Text and form work will be required utilizing Century Schoolbook, or similar serif typeface, and OCR handprinted characters typeface. Helvetica, or similar typeface, will be utilized for the envelopes.

SSA reserves the right to require samples and to judge the suitability of any alternate typeface offered in order to make an award which is deemed to be in the best interest of the Government.

Composition may be produced by photocomposition or by laser imaging.

Photocomposition includes all typesetting produced by photographically creating the characters on sensitized film or paper. If laser imaging is used, the images must not be conspicuously different in quality from images produced by photocomposition, and must have a density of 300 or more dots per square inch.

The entirety of each category of composition (text, tabular, and display) must be identical throughout the product(s) ordered under these specifications.

Form work will be defined as matter set in all sizes, and will include vertical, horizontal, and diagonal rules, boxheads, numbered lines, checkboxes, arrows, type matter, etc., positioned in the proper location to provide spaces for information to be filled in individually. See attached exhibits.

The Government may require the contractor to make changes to the formats of the forms, instruction sheets, or envelopes, at any time during the term of the contract. Therefore pre-printing or stock piling of any, or all of the components is at the contractor's own risk. The Government shall not be required to purchase from the contractor any of the above listed components on hand when a format change is ordered.

PROOFS: Furnish SSA six sets of blue-line proofs of all components (instruction sheet, scannable form, and envelopes) as indicated on the print order. Proofs must have margins indicated (including crop marks) and all elements in their proper positions. Proofs must also show color separation and must include registration marks. Proofs will be required with the initial order, and with any order that requires copy changes during the contract period.

The government may require one or more sets of revised proofs before rendering an "OK to print".

The contractor will be responsible for performing all necessary proofreading to ensure that the proofs are in conformity with the copy submitted.

All proofs must be clean on white paper, free of ink smudges, with all images clearly legible. All proofs must be collated in sets, numbered sequentially, and have a one-inch clear margin on all sides. Proofs must be identified with the jacket number, program number, print order number, and proof date, at least 13 mm (1/2") from the type area. The contractor's firm name must not appear on any proofs.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an "OK to print".

FILMS: The contractor must make all films required. Films may be opaqued on either the emulsion or non-emulsion side.

The contractor will be required to hold films until the expiration of the contract, at which time the films are to be returned to the address under "Schedule".

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

Instruction sheet: White Offset Book, grammage 75 g/m² (basis weight: 50 lbs. per 500 sheets, 25 x 38"), equal to JCP Code A60; or, at contractor's option, White Writing, grammage 75 g/m² (basis weight: 20 lbs. per 500 sheets, 17 x 22"), equal to JCP Code D10.

Scannable Form: White OCR Bond, grammage 90 g/m² (basis weight: 24 lbs. per 500 sheets, 17 x 22"), equal to JCP Code O-25.

Mail-Out Envelope: White Wove, grammage 90 g/m² (basis weight: 24 lbs. per 500 sheets, 17 x 22"); or, at contractor's option, White Offset Book, grammage 75 g/m² (basis weight: 50 lbs. per 500 sheets, 25 x 38"), equal to JCP Code A60.

Return Envelopes: Any white stock and green (close match PMS 344) stock, as required, with a grammage 75 g/m² (basis weight: 20 lbs. per 500 sheets, 17 x 22"), equal to JCP Code D10. Envelope color must meet USPS print reflectance difference requirements.

White return envelopes will be used for mailers #1 and #2.

Green return envelopes will be used for mailers #3 and #4.

NOTE: At contractor's option, the green return envelopes may be surface tinted to a close match of Pantone 344. Surface tinting must cover all exposed surfaces (front and back) of the envelope when sealed.

All paper used in each order must be of a uniform shade.

NOTE: Total weight of complete mailer MUST NOT exceed 28 g (1 ounce). With the exception of the paper being used for the scannable form, contractor may substitute paper and/or adjust weight of paper (subject to approval from the Contracting Officer) in order to limit weight of mailing unit.

PRINTING: Instruction Sheet: Four page product, prints head to head in black ink.

Scannable Form: Print face and back, head-to-head in black ink and in OCR dropout red ink equal to PMS 192-U or Flint, formerly Sinclair and Valentine, J-6983 or equal. Approximate red ink coverage is 60%, which includes

all horizontal and vertical rules, check boxes, headings above check boxes, a 10% tone panel approximately 92 x 44 mm (3-5/8 x 1-3/4") and 10% tone "X" in some check boxes.

NOTE: At contractor's option, the entire black ink portion of the face and back of the scannable form may be imaged.

Ink Requirement: Flint PMS 192-U, (formerly Sinclair and Valentine J-6983), or equal to print in reflective (non-read) ink, and must not exceed the maximum non-read print contrast signal (.20). Ink must be legible, without excess, and cause no embossing or distortion of the forms; it must be nonconductive, nonabrasive, and nonblocking when dry, and must not transfer to feed rolls, contact rolls, or brushes.

Envelopes: Print or tint return and mail-out envelopes on the inside (back - before manufacture) in black ink (lining is acceptable). Contractor may use his own design but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein.

NOTE: Inside of return envelopes must contain a clear area, approximate area of 89 x 16 mm (3-1/2 x 5/8") behind the bar code to ensure the readability of the bar code by the U. S. Postal Service equipment.

After manufacture, print mail-out envelopes and return envelopes face and back in black ink.

Copy for all mail-out envelopes will be the same except for the 140,000 (broken down in three shipments: 40,000 in September 2000; 50,000 in September 2001; and 50,000 in September 2002): envelopes to be shipped to the Wilkes-Barre Data Operations Center which will not contain the First Class permit imprint indicia. These 140,000 envelopes will also contain additional information in the CDR mailer identifier area (see Exhibits 4A and 4B).

Copy for the four return envelopes will differ in the address and ZIP Code barcode on the face of the envelopes and in the mailer identifier (either CDR 1 or CDR 2) (see Exhibits 5 through 8). Bilingual (English and Spanish) instructions will print on the face and back of the return envelopes. (Note: Copy for the Title XVI outgoing envelopes will differ if the "ADDRESS SERVICE REQUESTED" endorsement is used.)

NOTE: Recycled logo and legend prints on the last page of the instruction sheet and the back of all envelopes. The recycled logo plus the Spanish translation "Impreso en papel reciclado" must be printed on the back of the four return envelopes. See Exhibits 4C, and 5 through 8 for placement.

MAG CARTRIDGES: If necessary, contractor must be prepared to reformat furnished magnetic cartridges to best suit his equipment. Some addresses will consist of six lines which may be edited and converted to five lines, provided that the addresses meet USPS format requirements and are deliverable.

NOTE: All magnetic cartridges provided by the Government, or duplicates made by the contractor or his representatives, and any resultant printouts must be kept accountable and under reasonable security to prevent their release to any unauthorized persons. Cartridges may not be duplicated in whole or part for any other purpose than to create material to be used in the performance of this contract. All duplicate cartridges shall be degaussed and any printouts shall be destroyed by the contractor. Cartridges provided to the contractor must be returned to the SSA Tape Library at the address listed under "SCHEDULE".

IMAGING: Contractor will be required to convert furnished data from magnetic cartridges for either laser or ion deposition printing, in black ink, utilizing Century Schoolbook or similar serif typeface, on the scannable forms in accordance with the following:

Variable Data: Maximum 20 type lines of alpha-numeric characters, plus postnet bar code, on face of scannable form (see Exhibit 3 - Face) and 4 type lines of alpha-numeric characters (2 of the 4 typelines matching the bar codes) on the back of the form (see Exhibit 3 - Back). (NOTE: The scanning form identification code will consist of a 5-digit number printed using the OCR A font).

For those fields that will contain data of varying length (PNA 1 - 6, Beneficiary's Name, and Reporting Period), the contractor must make the adjustment (i.e., close up the extra space) in the printing of those fields on the scannable form.

Contractor must determine type size (largest size that can be accommodated in the available space) subject to SSA approval.

Numeric Scan Lines on Face of Forms:

- Scan Line 1 -- 32 characters, OCR A font.
- Scan Line 2 -- 32 characters, OCR A font.
- Scan Line 3 -- 32 characters, OCR A font.

The Scanning Form Identification Code and Scan Lines shall be printed using the OCR A font. The OCR printing shall read continuously on an Integrated Image Based Data Capture System (IIBDCS). The reject rate due to manufacturing deficiencies shall not exceed .65% of the items when run on the specified reading equipment. A form is a reject when its OCR print cannot be correctly deciphered on the first pass through the specified reading equipment. Acceptability of the lot for OCR readability shall be based on the number of rejected items in a sample of the size specified in MIL-STD 105, General Inspection Level I, with AQL equal to .65 percent. For OCR evaluation, the sampling unit of production shall be an individual form. OCR tests are independent of tests and evaluations of all other product characteristics and have separate AQL's and sample sizes. At the option of the Government, the sample may consist of sequential items from one or more portions of the lot rather than a random sample.

ANSI X3.17 "Character Set for Optical Character Recognition (OCR A)" shall apply to these specifications. The revisions of this standard which are effective as of the date of this contract are those which shall apply.

ANSI Standards may be obtained from the American National Standards Institute, 1430 Broadway, New York, NY 10018.

Non-variable data may also be printed by laser imaging, provided that the images meet the quality requirements described under "COMPOSITION".

BAR CODE REQUIREMENTS: Standard Bar Code 39 - Maximum 16 characters. Two bar codes will be required on the back of the scannable form. See Exhibit 3 (Back) for placement and size of bar codes. The Bar Code 39 must be in accordance with the requirements of MIL-STD-1189B--August 1989 and any amendments thereto, unless otherwise specified.

All encoded data is to be preceded and followed by the Standard Bar Code 39 start/stop (*) code. Additionally, where blanks occur in the fields identified for conversion to bar code, these blanks should be expressed as bar coded blanks.

First Bar Code: Specific Type of Form. 5 characters + start/stop = 7 characters encoded. Height is 13 mm (1/2"), ± 1.6 mm (1/16"), density of 6.6 CPI (Font C3901J). Note: A standard 13 mm (1/2") white space for "quiet zone" is required before and after each bar code.

The Scanning Form Identification Codes (SFIC), (see locations 1-5 of the Vendor Record Specifications contained on the cartridges) correspond to the following bar codes.

A. If the cartridge contains SFIC 11111, the bar code should be:

<u>Position</u>	<u>Code</u>
1	Start (*)
2	4
3	5
4	5
5	. (Period)

6	1
7	Stop (*)

B. If the cartridge contains SFIC 22222, the bar code should be:

<u>Position</u>	<u>Code</u>
1	Start (*)
2	4
3	5
4	5
5	. (Period)
6	2
7	Stop (*)

C. If the cartridge contains SFIC 33333, the bar code should be:

<u>Position</u>	<u>Code</u>
1	Start (*)
2	4
3	5
4	5
5	. (Period)
6	3
7	Stop (*)

D. If the cartridge contains SFIC 44444, the bar code should be:

<u>Position</u>	<u>Code</u>
1	Start (*)
2	4
3	5
4	5
5	. (Period)
6	4
7	Stop (*)

E. If the cartridge contains SFIC 55555, the bar code should be:

<u>Position</u>	<u>Code</u>
1	Start (*)
2	4
3	5
4	5
5	. (Period)
6	5
7	Stop (*)

F. If the cartridge contains SFIC 66666, the bar code should be:

<u>Position</u>	<u>Code</u>
1	Start (*)

2	4
3	5
4	5
5	. (Period)
6	6
7	Stop (*)

G. If the cartridge contains SFIC 77777, the bar code should be:

<u>Position</u>	<u>Code</u>
1	Start (*)
2	4
3	5
4	5
5	. (Period)
6	7
7	Stop (*)

H. If the cartridge contains SFIC 88888, the bar code should be:

<u>Position</u>	<u>Code</u>
1	Start (*)
2	4
3	5
4	5
5	. (Period)
6	8
7	Stop (*)

Second Bar Code: (Social Security Number, PC Code, 0, 1, 8, and 9).

14 characters + start/stop (*) = 16 characters encoded. Height is 13 mm (1/2"), \pm 1.6 mm (1/16"), density of 6.6 CPI (Font C3901J). Note: A standard 13 mm (1/2") white space for "quiet zone" is required before and after each bar code.

<u>Position</u>	<u>Field/Entry</u>
1	Start (*)
2-10	SSN
11	PC Code
12	0
13	1
14	8
15	9
16	Stop (*)

Bar Code - Carbon black ink must be used to image bar codes. Bar codes must not fall on a fold. Contractor will be required to have necessary equipment to perform all quality assurance tests and to verify the accuracy of the bar codes during the term of this contract.

TYPE OF EVENT VISUAL DISPLAY; The TOE Code will not be shown on the back of the scannable form in a bar code format. The letters "TOE" and the numbers "290", "790", and "990" should be displayed on the back of the scannable form as follows:

A. If the cartridge contains Title XVI records, Processing Center Code (PC) 0 through 6, then the TOE Code Visual Display should read: **TOE 290**

- B. If the cartridge contains Title II records, Processing Center Code (PC) 0 through 6, then the TOE Code Visual Display should read: **TOE 790**
- C. If the cartridge contains Title II records, Processing Center Code (PC) 7 or 8, then the TOE Code Visual Display should read: **TOE 990**

CONTRACTOR'S QUALITY CONTROL PROCEDURES: The contractor shall provide and maintain, within his own organization, an independent quality assurance organization of sufficient size and expertise to monitor the operations performed and inspect the products of each operation to a degree and extent that will ensure the Government's quality assurance, inspection, and acceptance provisions herein are met. The contractor shall perform, or have performed, the process controls, inspections and tests required to substantiate that the products provided under this contract conform to the specifications and contract requirements.

The contractor shall submit in writing, during the preaward survey, the details of his quality control and quality assurance plan describing how, when, and by whom the above process controls and inspection will be performed. If the preaward survey is waived by the Government, the contractor must submit the control and quality assurance plan within 5 workdays of being notified to do so by the Contracting Officer or his/her representative. The contractor's Quality Control Procedures will be subject to review and approval by the Government before award.

The plan must provide for periodic samplings to be taken during the production run, a control system that will detect defective and missing/mutilated pieces, and the actions to be taken by the contractor when either defects or missing/mutilated items are discovered. These actions must be consistent with the requirements found in GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987, Rev. May 1999). A recovery system is required to replace all defective and missing/mutilated pieces. This control system must use a unique sequential number to aid in the recovery program which has to be maintained in order to recover any missing or damaged pieces. These pieces must be reprinted and 100% accountability must be maintained throughout the run. Contractor must ensure that there are no missing or duplicate pieces.

The plan must provide for a complete audit trail (i.e., it must be possible to locate any piece of mail at any time from the point it leaves the press up to and including the point at which the mail is delivered to a USPS facility).

The quality control plan must also include examples of the documentation and a detailed description of the random samples that document all of the contractor's activities.

Furthermore, the plan must include the names of all quality assurance officials and describe their duties in relationship to the quality control plan.

The Government will periodically verify that the contractor is complying with the approved quality control plan through on-site examinations and/or requesting copies of the contractor's quality assurance records and quality assurance random copies.

PRODUCTION INSPECTION: Product production inspection may be required at the contractor's plant. When inspection is required, it will be specified on the individual print order.

MARGINS: Scannable Form - Minimum of 6 mm (1/4") all sides.
Instruction Sheet and Envelopes - See Exhibits 2, and 4 through 8.

CONSTRUCTION: Each constructed mailer consists of four components: (1) an instruction sheet, (2) a personalized scannable form, (3) a return envelope, and (4) a mail-out envelope that components 1 through 3 are inserted into for mailing purposes. Contractor to follow construction sample for proper insertion of components 1 through 3 into component 4.

Instruction Sheet: Overall size 432 x 279 mm (17 x 11") folded to 216 x 279 mm (8-1/2 x 11") and trims three sides. Additional folding required along the 216 mm (8-1/2 inch) dimension for insertion into envelopes.

Scannable Form: Fold from 216 x 279 mm (8-1/2 x 11") to 216 x 93 mm (8-1/2 x 3-2/3") with 2 parallel folds, title out (accordion fold). Bar codes on back of the scannable form must not fall on a fold.

RETURN ENVELOPE (98 x 225 mm (3-7/8 x 8-7/8")) - Open side, side seams, with suitable remoistenable glue the entire length of flap that will securely seal the return material for mailing. The return envelope must accommodate the scannable form with only those manufactured folds as specified above.

MAIL-OUT ENVELOPE (105 x 235 mm (4-1/8 x 9-1/4")) - Open side, with gummed fold-over flap for sealing, and side seams or diagonal seams. Face of envelope must contain a 95 x 38 mm (3-3/4 x 1-1/2") die-cut address window with slightly rounded corners, positioned 13 mm (1/2") from the bottom edge of envelope and 16 mm (5/8") from left edge of envelope. Window should be a suitable poly-type, transparent and low gloss material (must be clear of smudges, lines, and distortion), securely glued to inside of envelope. The window material must pass USPS readability on its OCR scanner. At contractor's option, opening size of window may be adjusted (subject to SSA approval), provided that visibility of the mailing address on the scannable form is not obscured, and other extraneous information is not visible when material is folded and inserted in the envelope. Flap depth must be at least 38 mm (1-1/2") and flap must be coated with a suitable fugitive glue that will securely seal the envelope for mailing, permit easy opening by recipient, but will not permit resealing of the envelope. Mail-out envelope to be securely sealed on all sides and must remain sealed under normal mailing conditions. (Adhesive must not adhere to the contents of the envelope.)

Folded instruction sheet, scannable form, and return envelope must be inserted loose into mail-out envelope so that the payee's name and address on the scannable form appear through window.

QUALITY ASSURANCE RANDOM COPIES: The contractor will be required to submit quality assurance random copies on every print order to test for compliance against the specifications. The contractor must divide the entire order into equal sublots in accordance with the chart below. A random test form must be generated from each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

<u>Quantity Ordered Per Mailer</u>	<u>Number of Sublots</u>
4,000 - 10,000	18
10,001 - 35,000	32
35,001 and over	50

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Mail f.o.b. contractor's city. Contractor is responsible for all costs incurred in transporting this product to the post office. The contractor is required to prepare domestic First-Class letter-size mail in accordance with appropriate USPS rules and regulations, including the USPS Domestic Mail Manual, in effect at the time of the mailing. The contractor is required to obtain the maximum USPS postage discounts possible in accordance with the USPS First-Class Domestic Mail automated and nonautomated mail discount structure in effect at the time of the mailing: (A) Automation (5 digit); (B) Automation (3 digit); (C) Automation (Basic); (D) Nonautomation (Presorted); and (E) Nonautomation (Single Piece).

Addresses on SSA mailings will come from two areas: 1) SSA's Master Beneficiary Record (MBR)(Title II); and 2) SSA's Supplemental Security Record (SSR)(Title XVI).

For mailings with addresses from the MBR, SSA will provide two certificates: one indicating that within the last six months the MBR addresses have been matched against Coding Accuracy Support System (CASS) - certified ZIP

Code software and the other certificate indicating that the MBR addresses have been matched against USPS' National Change of Address move update service. Note: if the contractor is seeking to achieve Automation Carrier Route discounts, SSA may not be able to produce a CASS certificate within ninety days of the mailing. In such a situation, the contractor shall produce the appropriate CASS (or Multiline Accuracy Support System (MASS) certificate.

For mailings with addresses from the SSR, SSA will provide only one certificate. It will indicate that within the last six months the SSR addresses have been matched against CASS-certified ZIP Code software. SSA does not match SSR addresses against USPS' NCOA. Therefore, the contractor shall ensure that, prior to being released to USPS, all mail qualified for a discount has been processed on a multi-line optical character reader (MLOC) with a "FASTforward" move update system which has been certified by USPS. The contractor shall provide any documentation of the "FASTforward" process which USPS requires. (Note: The software version "FASTforward" which changes the address prior to printing is not acceptable.)

ALTERNATE: If the Contractor cannot process the mail through a MLOC with "FASTforward" and meet SSA's deadlines, then the "ADDRESS SERVICE REQUESTED" endorsement must appear on the SSR (Title XVI) mail-out envelopes. The endorsement must appear in one of the locations approved by USPS.

Printing of address, barcode, etc. make-up and processing of all mail pieces must comply with the Domestic Mail Manual and current issues of the USPS Postal Bulletin. The contractor should note that mail addressed to United States possessions (e.g., Guam, Virgin Islands, American Samoa, etc.) and military mail (APO/FPO) is domestic mail and should be included in the discount sorting above.

To maximize automation discounts, POSTNET bar-coding, delivery address placement and envelopes used for the mailing are among the items that must comply with USPS requirements for automation compatible-mail in effect at the time of the mailing.

It is the contractor's responsibility to assure that only the computer generated address on the form will be visible through the window in the envelope and that only one form is inserted into each envelope. The contractor will be required to insert behind the form (when viewed from the window side of the envelope) the return envelope, and the folded instruction sheet (see construction sample).

NOTE: The contractor is cautioned that the USPS has instituted a very stringent verification procedure called "Tap" test that will screen all mailings with bar-coded inserts for proper barcode spacing within the envelope window. USPS will randomly select samples from a mailing and "tap" the pieces on their left, right, and bottom edges to ensure the barcode maintains a minimum spacing of 3 mm (1/8"), left and right, and 1.6 mm (1/16") above and below (pieces will not be tapped upside down). All letters in a mailing must pass the "tap" test in order to obtain the maximum postal discounts for the agency.

The contractor is also cautioned that USPS has instituted a procedure it calls Automated Barcode Evaluator (ABE), a computerized program that examines automation mail for barcode readability and accuracy. Failure to pass the ABE test will result in a mailer's loss of automation discount rates for that particular mailing. The contractor will be responsible for payment of any additional postage resulting from a loss of such discounts due to failure of contractor-generated barcodes to pass the ABE test because of poor readability and/or accuracy.

Orders which result in mailings of less than 200 pieces or less than 22.7 kg (50 lbs.) will require the contractor to apply the appropriate postage to each mail piece. When postage is applied to the mail piece, the indicia must be covered or removed. Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing.

The contractor is required to fill in all applicable items on USPS form(s) and submit in duplicate to the entry post office. The post office will return a verified copy of USPS form(s) to the contractor. The contractor must immediately forward a copy to the ordering agency identifying the Program Number, Print Order, Jacket Number as appropriate.

The mail-out envelopes will contain the SSA's official First Class permit imprint indicia (G-11).

The contractor is cautioned that "Postage and Fees Paid" indicia may be used only for the purpose of mailing material produced under this contract.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 5-88), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

Within 72 hours after completion of mailing, contractor must deliver (via overnight carrier), copies of Postal Service documentation and GPO Form 712 to Social Security Administration, Printing Management Team, Attn. Colleen Wise, Room 1-B-18 Operations Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

SAMPLE REQUIREMENTS: During the Production Inspection the contractor must provide the Government with 75 complete copies of each of the four versions printed and constructed in accordance with the contract. Contractor will be required to ship these samples back to the Social Security Administration, at the address listed below after the samples have been inspected by the Government representatives at the contractor's plant.

NOTE: Whenever copy changes are required, contractor must provide the Government with 75 complete copies of each of the four versions printed and constructed in accordance with the contract. Deliver copies to: Social Security Administration, Printing Management Team, Attn: Colleen Wise, Room 1-B-18 Operations Building, 6401 Security Boulevard, Baltimore, MD 21235-6401 within 10 workdays after completion of the order.

Deliver f.o.b. destination with the first order, and whenever copy changes are required, 10 production samples of each return envelope to SSA, Mail and Postage Policy Team, Room 1-B-22 Operations Building, 6401 Security Boulevard, Baltimore, MD 21235-6401, Attn: Bernadette Gross. This delivery must be accomplished within 10 workdays after completion of the order.

Deliver f.o.b. destination 360,000 total envelopes (see breakdown below) to: Social Security Administration, Wilkes-Barre Data Operations Center, Room 264, Attn: CDR Workload, 1150 East Mountain Drive, Wilkes-Barre, PA 18702-7997.

180,000 non-indicia mail-out envelopes:	60,000 Sept. 2000 60,000 Sept. 2001 60,000 Sept. 2002
45,000 CDR1 PO Box 4550 white return envelopes:	15,000 Sept. 2000 15,000 Sept. 2001 15,000 Sept. 2002
45,000 CDR1 PO Box 4556 green return envelopes:	15,000 Sept. 2000 15,000 Sept. 2001 15,000 Sept. 2002
45,000 CDR2 PO Box 4550 white return envelopes:	15,000 Sept. 2000 15,000 Sept. 2001 15,000 Sept. 2002
45,000 CDR2 PO Box 4556 green return envelopes:	15,000 Sept. 2000 15,000 Sept. 2001 15,000 Sept. 2002

Contractor must maintain the furnished magnetic cartridges for 30 days after completion of an order. Cartridges provided to the contractor must be returned (at contractor's expense) to SSA National Computer Center, 6201 Security Boulevard, Baltimore, MD 21235-6201 Attn: Tape Library. Cartridges should be returned by traceable means so as to obtain a signed and dated receipt from SSA..

Upon completion of each order, furnished material (other than magnetic cartridges), proofs, and USPS validated copies of postal documentation must be returned (via overnight carrier) to the Social Security Administration, Printing Management Team, Attn: Colleen Wise, Room 1-B-18 Operations Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

All expenses incidental to returning materials/cartridges, submitting and picking up proofs, and furnishing sample copies must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material and/or magnetic cartridges must be picked up from the Social Security Administration, Printing Management Team, Room 1-B-18 Operations Building, 6401 Security Boulevard, Baltimore, MD 21235-6401, Attn: Colleen Wise.

Furnished material and/or magnetic cartridges will be available for pickup on or before the eighth of each month that printing and mailing are required.

Upon receiving the furnished cartridges, the contractor shall copy all files to their own media and provide the Printing Management Team with the record counts by file. SSA will verify and reconcile counts. If applicable, revised cartridges will be furnished. (Contact information for personnel at SSA/PMT will be provided at the postaward conference).

Testing Schedule:

The first print order placed will be for testing. The contractor will be supplied manuscript, camera copy, GPO Forms 712, and 892, PS Form 3615, Form 905, and a construction sample at the Postaward Conference and will be required to produce test samples as specified in these specifications. The samples produced must meet all requirements except mailing. The schedule for this test is as follows.

Submit proofs within 7 workdays after receipt of furnished materials. Furnished materials must be returned with proofs.

Proofs will be available for pick up within 5 workdays from the SSA address listed above.

Submit revised proofs, if necessary due to author's alterations by the Government, within 5 workdays after receipt of furnished materials.

Revised proofs will be available for pick up within 3 workdays.

Eight test cartridges will be available for pickup at time of postaward conference.

When the eight test cartridges are received by the contractor, two tests will be required. In addition to providing validation records with bar coding and all data in the correct position, contractor must run the test cartridge files through their Coding Accuracy Support System (CASS) to ensure that no problems exist with the reading of the address data. Contractor must notify SSA with the results of this test.

Contractor must submit within 5 workdays after receipt of OK'd proofs, 1200 copies of the scannable forms as follows: 500 first-time Title II records, 100 second-time Title II records, 500 first-time Title XVI records, and 100 second-time Title XVI records. Forms must be complete and shall include all variable data from furnished magnetic test cartridges. The container and accompanying documentation shall include the GPO jacket, purchase order, and program number.

The Government will approve, conditionally approve, or disapprove the samples within 7 workdays of the receipt thereof. Agency will test these samples on their scanner and bar code reading device(s) as specified in these specifications. Approval or conditional approval shall not relieve the contractor from complying with the

specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the copies are disapproved by the Government due to printer's errors, the Government at its option may require the contractor to submit additional copies for inspection and testing, in the time and under the terms and conditions specified in the notice of rejection. Such additional copies shall be furnished, and necessary changes made, at no additional cost to the Government. In the event the additional copies are disapproved by the Government due to printer's errors, the contractor may be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default.

NOTE: The Government may require the contractor to make changes to the formats of the scannable forms, instruction sheets, or envelopes at any time during the term of the contract. Whenever such copy changes are required, all aspects of the "test schedule" (proofs, schedule, and quantity of test samples) must be maintained. Live production of all the mailers will continue during this transition period.

Regular Production Schedule:

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Complete production and mailing must be made within 10 workdays.

Accelerated Schedule:

On occasion, the SSA may require an order to be accelerated (estimated 10% of the total orders) requiring complete production and mailing in less than 10 workdays after receipt of cartridges. Orders requiring this accelerated schedule will be paid for in accordance with Premium Payments listed under "Determination of Award".

MONTHLY MAILERS EXCEEDING ESTIMATED QUANTITIES: When the number of mailers exceeds the estimated total monthly mailers combined* (see FREQUENCY OF ORDERS, QUANTITY on pages 8 and 9 of this contract) by 25%, the Contractor will receive a "Premium Payment" as offered in the "Schedule of Prices." No additional time will be allowed in the production of this additional quantity.

*Note: A month's production can consist of all or any combination of the following types of mailers: First Request Title II; Second Request, Title II; First Request Title XVI; and Second Request, Title XVI.

PRODUCTION INSPECTION: The contractor must notify the GPO of the date and time the production operations inspection can be performed. In order for proper arrangements to be made, notification must be given at least 72 hours prior to the inspection. Notify the U.S. Government Printing Office, Contracting Officer, Term Contracts Division (PPC), Washington, D.C. 20401, or telephone area code 202, 512-2044. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 p.m., prevailing eastern time. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 9-88)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, D.C. area may call toll free 1-800-424-9470 or 9471.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce fourteen month's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period under this contract.

PREMIUM PAYMENTS:

SCHEDULE: Orders requiring an accelerated schedule in order to meet delivery requirements will be paid for at the premium rate in accordance with the contractor's offered percentage in the "Schedule of Prices".

All other orders will be placed with the required schedule and paid for at the basic prices offered.

It is estimated that 10% of the orders placed on this contract will require an accelerated schedule. Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all items except Item I, "Composition" in the "Schedule of Prices".

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on his voucher.

EXCESS QUANTITY: A premium rate will be allowed when the number of mailers exceeds the estimated total monthly mailers combined by 25%.

It is estimated that 25% of the orders placed on this contract may exceed the estimated quantity. Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to items II & III.

The following item designations correspond to those listed in the "Schedule of Prices".

I. (a)	4	
(b)	3	
(c)	6	
	(1)	(2)
II. (a)	3	664
(b)	3	176
(c)	2	345
(d)	2	93
	(1)	(2)
III. (a)	1	60
(b)	4	60

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SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all mailing and f.o.b. destination to Baltimore, MD and Wilkes-Barre, PA.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 1,000 will be prorated at the per 1,000 rate.

I. COMPOSITION/CREATING CAMERA COPY: Prices must include the cost of all proofs and 75 construction samples of each of the 4 versions.

(a) Instruction Sheetsper page..... \$ _____

(b) Scannable Formsper page..... \$ _____

(c) Envelopesper envelope..... \$ _____

Any change in the format on any page, or on any envelope, will be charged under the respective component (a), (b), or (c) above.

II. COMPLETE PRODUCT: Prices quoted shall include the cost of all required materials and operations necessary for the complete production and distribution of the product (all components per mailer) listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Mailer #1 First Request, Title II	\$ _____	\$ _____
(b) Mailer #2 Second Request, Title II	\$ _____	\$ _____
(c) Mailer #3 First Request, Title XVI.....	\$ _____	\$ _____
(d) Mailer #4 Second Request, Title XVI	\$ _____	\$ _____

(Initials)

III. ENVELOPES: Prices quoted shall include the cost of all required materials and operations necessary for the complete production and distribution of mail-out and return envelopes designated for Wilkes-Barre, PA (see page 20).

Note: Mail-out and return envelopes for "Mailers" shall be charged under Item II.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Mail-out envelope	\$ _____	\$ _____
(b) Return envelope	\$ _____	\$ _____

IV. PREMIUM PAYMENTS:

Accelerated Schedule: Premium payments, when authorized, will apply to all items except Item I. "Composition".

(a) Percentage increase..... %

Excess Quantity: Premium payments, when authorized, will apply to Items II & III and must exceed combined estimated quantity by 25%.

(b) Percentage increase..... %

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____.

INSTRUCTIONS FOR BID SUBMISSION: Fill out "Section 4.- Schedule of Prices," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "Schedule of Prices" with two copies of the GPO Form 910 "BID" Form. Do not enter bid prices on GPO Form 910; prices entered in the "Schedule of Prices" will prevail.

Bidder _____

(City - State)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)